



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #:	078-17	ISSUE DATE:	May 2, 2017
TITLE:	DEPUTY DIVISION DIRECTOR	CLOSING DATE:	May 16, 2017
LOCATIONS:	Department of Children and Families (DCF) Office of Contract Administration 50 East State Street Trenton, NJ 08625		
POSITIONS:	1		
DISTRIBUTION:	STATE WIDE	SALARY:	Commensurate with education and experience
SCOPE OF ELIGIBILITY: Subject to current promotional and hiring restrictions.			

DESCRIPTION: This position is responsible for managing four DCF Business Offices and reports to the Director of Contract Administration. The position is tasked with: developing and deploying training for business office staff; ensuring an effective and efficient business office operation; and developing a service array and contracts that are responsive to the challenges facing the women, children, and families served by DCF, in conjunction with the Department's Divisions and programmatic units. Additionally, this position is expected to manage Business Operations' projects including, but not limited to: implementing a contract management system to overhaul DCF contracting and fully transition it from a paper driven system to a web-based platform; supporting DCF's efforts to expand utilization of evidenced based/informed models into contracted services; and supporting DCF's efforts to pilot contracting models that maximize DCF resources.

REQUIREMENTS

EDUCATION: A Bachelor's degree from an accredited college or university is expected. An advanced degree in management, administration, or other areas related to the particular position would be helpful.

EXPERIENCE: Five (5) years of supervisory/managerial experience and a variety of management experiences and organizational responsibilities would be helpful.

SPECIAL NOTE: Preference will be given to candidates who have experience in grant making and/or contract development, monitoring and evaluation, as well as experience in managing a third-party stakeholder environment.

Evidence of major professional accomplishments, excellent communication and leadership skills is required.

Demonstrated managerial skills, including such factors as inter-personal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial, or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume electronically to:

JobPosting@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Andrea Maxwell, Manager 2 Human Resources
Department of Children and Families
Office of Human Resources
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